

Professional and Managerial Branch
Miscellaneous Professional Group
Economic Development Series

ECONOMIC DEVELOPMENT ADMINISTRATOR

07/02 (JAS)

General Purpose

Under general direction, manage coordination of on-going operations of delegated economic development services and administrative functions.

Typical Duties

Participate in researching, formulating and evaluating department strategies. Involves: Represent the department as assigned at meetings with federal, state and local governmental agencies, business groups, advisory committees and the public to solicit suggestions or information and deliver presentations or testimony regarding industry attraction and retention needs, allied regulatory and environmental issues, and grant funding requests and project results. Oversee and review or perform assigned policy and planning feasibility studies, and program effectiveness cost-benefit analyses to recommend short- and long-term goals and priorities contributing to the realization of City's missions in consultation with other organizations.

Plan, organize, implement, direct and assess integration of a wide range of domestic and international economic incentive and business development initiatives. Involves: Devise or adapt methods and establish performance measures for conducting research and campaigns to market the City as a preferred location to create jobs and increase its tax base, and for providing technical assistance to program participants such as potential new businesses, co- or sub-grantee entities, and citizen or industry groups. Standardize processes and balance day to day flow of work to ensure efficient and timely delivery of services. Review staff suggestions and initiate corrective action to solve problems of coordinating and minimizing duplication of services with other City departments, other jurisdictions and regulatory agencies. Oversee various phases of department activities such as program planning, proposal preparation, service quality and results achieved. Direct responses to requests for economic, demographic or other information and otherwise facilitate negotiations between businesses, financial institutions and government agencies. Ensure conformance to City procedures, and grant and regulatory requirements.

Assist with department administration. Involves: Conduct financial, statistical or other analyses of practices and results, and review staffing change, equipment and funding requests to prepare grant applications and annual budget of units for which accountable. Direct monitoring and recording expenditures of budgeted and grant funds to control costs in accordance with established City and funding agencies' financial policies and procedures. Oversee operation of economic analysis and database software, including studying technological developments and compatibility with interfacing systems.

Supervise designated exempt and nonexempt supervisory and non-supervisory professional and administrative support personnel. Involves: Schedule, assign, instruct in and check work. Guide subordinates in overcoming difficulties encountered. Conduct or arrange for employee training and development. Appraise performance and review employee evaluations prepared by subordinate supervisors. Maintain harmonious management employee relations. Enforce personnel rules and regulations including those pertaining to standards of conduct, attendance, safety and work practices. Effectively recommend hiring, terminating, counseling, disciplining or changing employment status of subordinates.

Perform related managerial and professional duties contributing to realization of department goals as required. Involves: Substitute as qualified, if assigned, for department head during temporary absences by performing designated duties and responsibilities sufficient to maintain continuity of normal operations, and similarly substitute for subordinates or coworkers. Oversee or prepare and maintain regular and special activity reports and records.

Knowledge, Abilities and Skills

- Considerable knowledge of business or economic development financing, including grants or revolving loan funds.
- Considerable knowledge of urban economic development fiscal administration and operations management principles and methods, including downtown or Brownfield redevelopment,
- Considerable knowledge of marketing techniques, and economic development incentives such as tax abatements or enterprise zones.
- Considerable knowledge of border or small business economics and industry practices.

- Good knowledge of federal, state and local regulations and legislation governing domestic and international economic developments programs.
- Good knowledge of budget or grant proposal preparation, and standard general and financial administration policies and processes or funding agency requirements.
- Good knowledge of management and supervisory principles and techniques.
- Ability to establish and maintain effective working relationships with coworkers, other departments, foreign officials, businesses, financial institutions, other governmental entities, customers, and the public.
- Ability prepare economic forecasts and cost/benefit analyses.
- Ability to communicate clearly and concisely, orally and in writing, to prepare and present grant proposals and comprehensive analytical reports to City administration, the business community, funding or regulatory agencies and the public, or to assist in domestic and international negotiations.
- Skill in safe operation and care of a personal computer and generic business productivity and specialized economic development modeling software.

Other Job Characteristics

- Work extended hours as required.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in business or public administration, economics, finance or related field, and four (4) years of professional business, economic, operational, marketing or financial analysis or forecasting experience that included two (2) years of economic development, international manufacturing or trade, or interstate commerce program administration.

Licenses and Certificates: None.

Human Resources Director

Department Head